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Civil Engineering

FACILITY PROGRAM

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This instruction establishes procedures on streamlining and managing the 944th Fighter Wing facility resources. It implements AFD 32-90, *Real Property Management*. This instruction applies to all unit commanders and building custodians.

SUMMARY OF REVISIONS

This revision incorporates text reformatting, revises para **1.2.**, **2.**, **2.2.**, and **4.5.**, deletes para **2.3.** and renumbers continuing paragraphs, and changes OPR and certification. A “[” indicates revised material since the last edition.

1. Facility Program. The goals of this program are to:

- 1.1. Provide a central point of contact within the 944 FW to act as liaison regarding civil engineering projects for the 944 FW.
- 1.2. Provide guidance to building custodians regarding policies and procedures of the 944 FW and 56 CES.
- 1.3. Provide commanders a periodic update and overview of projects affecting their organizations.
- 1.4. Provide coordination between 944 FW and facility resource advisor.

2. Program Manager. The 944 SPTG/CD will be appointed to manage this program. This individual will serve as the point of contact for 944 FW building custodians and 56 CES and manage the 944 FW facility resources as the resource advisor. The duties and responsibilities of the 944 FW Facility Program Manager are:

- 2.1. Perform as the 944 FW Luke Priority Work (LPW) program monitor.

2.2. Coordinate, log in and track all incoming AF Forms 332, **Base Civil Engineer Work Request**, for projects involving 944 FW resources. (Work requests for minor repair such as toilets inoperable, etc. need not be tracked.)

2.3. Provide semi-annual update briefings to commanders on current status of work projects.

2.4. Attend 56 CES planning meetings to monitor the progress of 944 FW projects.

2.5. Provide assistance to building custodians when questions or problems arise.

2.6. Perform as Facility Resource Advisor for the Wing Commander.

3. Unit Commanders. All commanders or staff agency chiefs who have a facility within their direct control will:

3.1. Appoint a primary and alternate building custodian by letter of designation.

3.2. Ensure the policies as directed in this program are complied with.

4. Building Custodians. The following procedures will be used for processing AF Form 332:

4.1. Review and coordinate each work request; sign all AF Forms 332 as the requester.

4.2. Ensure AF Forms 332 are completed correctly and signed by unit commander.

NOTE: Wing Commander must sign all requests for master keys.

4.3. If the work involves changes or modifications to the structure in any way, ensure coordination from the unit commander, 56 FW/SEG, 56 CES/CEF and 944 FW/SE.

4.4. If AF Form 332 states funding will be provided by unit, ensure unit resource advisor has coordinated on the form and prepared appropriate funding transfer documents for the 944 FW facility account. If facilities' funds are to be used, ensure facilities resource advisor has coordinated on the form.

4.5. After all coordination is complete, provide completed AF Form 332 to 944 SPTG/CD for coordination and final submission.

4.6. Review the listing from the Facility Program Manager for accuracy and return within five (5) workdays.

4.7. Attend the quarterly Facilities Review Board.

CRAIG S. FERGUSON, Colonel, USAFR
Commander